



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101

DAVID E. JANSSEN  
Chief Administrative Officer

May 2, 2002

To: Supervisor Zev Yaroslavy, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

Board of Supervisors

GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**RELEASING DOCUMENTS TO PUBLIC**

The Board of Supervisors on April 2, 2002, passed a motion directing department heads to adopt a policy for releasing official documents to the public similar to the existing policy of the Chief Administrative Office. Departments were given four weeks to report compliance with the policy.

The CAO policy is to make Board letters and memoranda immediately available to the public after distribution to the Board. The documents are made available in the Public Affairs (Public Information) Office and on the CAO website.

We have surveyed the departments to determine compliance with the motion. Attached is a chart with that information.

The Chief Information Office and the Internal Services Department are developing a centralized website that will allow the public to view these documents without going to the individual department websites. The CIO has estimated that project will take 45 days. Several smaller departments have indicated they will not be posting their documents to their own website, but will wait for the development of this site.

We will review the department sites at the end of May and prepare a follow-up report.

DEJ:GK  
JAH:mp

Attachment

c: Executive Officer, Board of Supervisors  
County Counsel  
Department Heads

Comply



United We Stand

<b>DEPARTMENT</b>	<b>INFORMATION ON WEBSITE</b>	<b>AREA DOCUMENTS CAN BE VIEWED</b>
Affirmative Action Compliance	May 2	Reception Area, 780 Kenneth Hahn Hall of Administration
Agricultural Commissioner/Weights and Measures	May 2	Executive office, 12300 Lower Azusa Rd., Arcadia
Alternate Public Defender	Waiting for centralized site to be developed	Front desk, Room 35, 320 W. Temple St., Los Angeles
Animal Care & Control	May 2	Personnel office, 11258 S. Garfield Ave., Downey
Assessor	May 2	320 Kenneth Hahn Hall of Administration
Auditor-Controller	May 18	Reception area, 525 Kenneth Hahn Hall of Administration
Beaches and Harbors	May 2	Reception desk, 13837 Fiji Way, Marina del Rey
Board of Supervisors, Executive Office	May 14	Reception area, 383 Kenneth Hahn Hall of Administration
Chief Information Office	Waiting for centralized site to be developed	Executive office, 493 Kenneth Hahn Hall of Administration
Child Support Services	May 30	Public Information Office, 5770 S. Eastern Ave., Commerce
Children and Family Services	May 30	Reception area, 425 Shatto Place, Los Angeles
Community and Senior Services	April 30	Room 100, 3175 W. 6 <sup>th</sup> St., Los Angeles
Community Development and Housing Authority	April 24	Administrative office, 2 Coral Circle, Monterey Park
Consumer Affairs	May 10	Executive office, B-96 Kenneth Hahn Hall of Administration
Coroner	May 10	Administrative office, Rm. 215, 1102 Mission Rd., Los Angeles
County Counsel	May 10	Reception desk, 5 <sup>th</sup> Floor, Kenneth Hahn Hall of Administration
District Attorney	May 6	Pressroom, 18 <sup>th</sup> Floor, 210 W. Temple, Los Angeles
Fire Department	May 3	Executive office, 1320 N. Eastern Ave., Los Angeles
Health Services	May 6	Room 348, 241 N. Figueroa St., Los Angeles
Human Relations Commission	May 2	Executive office, Suite 1184, Room 14, 320 W. Temple St., Los Angeles

Human Resources	May 1	588 Kenneth Hahn Hall of Administration
Internal Services	May 2	Executive office, Room 200, 1100 N. Eastern Ave., Los Angeles
Library	May 14	Administrative office, 7400 E. Imperial Highway, Downey
Mental Health	May 1	Contract division, 5 <sup>th</sup> Floor, 550 S. Vermont Ave., Los Angeles
Military and Veterans Affairs	May 15	Administrative assistant's desk, 1816 S. Figueroa St., Los Angeles
Museum of Art	Waiting for centralized site to be developed	Administrative offices, 5905 Wilshire Blvd., Los Angeles
Museum of Natural History	May 7	Executive office, 2 <sup>nd</sup> Floor, 900 Exposition Blvd., Los Angeles
Ombudsman	Waiting for centralized site to be developed	Conference room, Suite 240, 18411 Crenshaw Blvd., Torrance
Parks and Recreation	May 2	Reception desk, 433 S. Vermont Ave., Los Angeles
Probation	May 6	Personnel reception area, 9150 E. Imperial Hwy., Downey
Public Defender	April 30	Executive office, Room 19-513, 210 W. Temple St., Los Angeles
Public Social Services	May 8	Lobby, 12860 Crossroads Parkway South, Industry
Public Works	April 24	Library, 1 <sup>st</sup> Floor, 900 S. Fremont Ave., Alhambra
Regional Planning	May 3	Room 1390, 320 W. Temple St., Los Angeles
Registrar-Recorder/County Clerk	April 29	Executive office, Room 7001, 12400 E. Imperial Hwy., Norwalk
Sheriff	May 10	Resource Library, Rm.106, 4700 Ramona Blvd., Monterey Park
Treasurer and Tax Collector	May 6	Executive office, 437 Kenneth Hahn Hall of Administration